

# **EMERGENCY RESPONSE PLAN**

## **NRCS**

\_\_\_\_\_ **Office**  
\_\_\_\_\_, MN

### **TABLE OF CONTENTS**

Contents.....	1
Key Telephone Numbers .....	2
Workplace Violence .....	3
Fire .....	4
Injury or Medical Emergency .....	5
Civil Disturbance .....	6
Bomb Threat.....	7
Assault and Threat .....	8
Theft or Malicious Destruction of Property .....	9
Natural Disasters.....	10
National Emergency.....	11
Security of Buildings and Property.....	12
Protection of Privileged or Confidential Information.....	13
Security of Computer Hardware and Software.....	14
Emergency Evaluation Floor Plan.....	15
Continuity of Operation Plan.....	16

## KEY TELEPHONE NUMBERS

State Conservationist, William Hunt .....	<u>651-602-7854</u>
State Administrative Officer .....	<u>651-602-7875</u>
Building Security (If Applicable) .....	_____
Federal Protection Service .....	<u>651-725-3000</u>
Office of Inspector General (OIG) .....	<u>651-290-3352</u>
Federal Bureau of Investigation (FBI) .....	<u>612-376-3200</u>
U.S. Marshall .....	<u>651-848-1435</u>
U.S. Attorney .....	<u>651-848-1950</u>
Police (non-emergency) .....	_____
Fire Department (non-emergency) .....	_____
Poison Control Center .....	<u>800-221-1222</u>
Emergency Assistance (Police, Fire, Ambulance).....	<u>911</u>
Threat Assessment Team Liaison, Laurie Otte .....	<u>651-602-7901</u>
Federal Emergency Management Agency (FEMA) .....	<u>312-408-5500</u>
FOIA Officer, Tessa Garcia .....	<u>651-602-7891</u>
FOIA Officer Alternate, Pat McLoughlin .....	<u>651-602-7907</u>
Safety and Health Officer, Laurie Otte .....	<u>651-602-7901</u>
Employee Assistance - Sand Creek Group LTD .....	<u>888-243-5744</u>
Property Management Officer, Charles Montgomery .....	<u>651- 602-7855</u>
Group Manager for ITS, USDA, OCIO, Thomas E. Radermacher ...	(Work) <u>651-602-7903</u> (Home) <u>651-784-5485</u>

## **WORKPLACE VIOLENCE PLAN OF ACTION**

Be aware. You can reduce workplace violence by implementing crime prevention techniques.  
Should violence occur:

1. Notify (in order of importance):
  - a. Police (if appropriate).....
  - b. Building Security (if appropriate).....
  - c. Supervisor.....
2. Take necessary steps to safeguard all personnel and property.
3. If faced with armed terrorist, personnel should attempt to evacuate the facility by any route which does not expose them to threat.
4. If evacuation is impossible, attempt to hide and secure the work area by locking or barricading doors to separate themselves from the threat.
5. Make report of incident and forward to appropriate officials:
  - a. Supervisor.
  - b. State Appointed the Threat Assessment Team Liaison.
  - c. State Safety and Health Officer.
6. Do not discuss with media – refer them to the Threat Assessment Team Liaison.
7. Follow GM120, Part 405 for vehicle and/or property damage.

## **FIRE**

If you observe smoke or a fire:

1. Determine the location and extent of the fire. **Call 911.**
2. Activate fire alarm if one is available.
3. Notify supervisor and others in the area.
4. If the fire is small enough to extinguish do so - if not - exit the building.
5. Assist employees with disabilities.
6. Evacuate to \_\_\_\_\_ and report any missing employees to supervisor.
7. **Do not use elevators** (if applicable).

If the fire alarm is heard:

Follow steps 1, 3, 4, 5, 6, and 7 above as shown above.

Fire extinguisher(s) for office and computers are located:

**Narrative or Sketch of Fire Extinguisher(s) Location(s)**

## **INJURY OR MEDICAL EMERGENCY**

1. Do not move injured person except to prevent further harm.
2. Administer first aid within capabilities. First Aid Kit is located \_\_\_\_\_.
3. If injury or illness justifies immediate summoning of an ambulance, call 911. State your name, location and nature of emergency.
4. Report all incidents to appropriate supervisor and State Safety and Health Officer.

## CIVIL DISTURBANCE

Any person who hears of an impending demonstration or other activity that could lead to a civil disturbance shall:

1. Report incident to appropriate officials:
  - a. Supervisor.....
  - b. State Administrative Officer (SAO) or acting.....651-602-7875
2. The Supervisor or acting will notify proper authorities:
  - a. Police (if appropriate) .....911 (if emergency)
  - b. Federal Protection Service.....651-725-3000
3. Avoid the demonstration area and the participants.
4. Keep lobbies and corridors as clear as possible.
5. Doors to work areas will be locked and employees will keep clear of windows and doors.
6. Take necessary steps to safeguard personnel and property.
7. If damage to government property is sustained, notify local police and Property Management Officer.

## **BOMB THREAT**

1. Remain calm, alert and attempt to get as much information from the caller as possible.  
**Do not hang up even after the caller has, it may be possible to trace the call.**
2. Report incident to appropriate officials:
  - a. Police.....911
  - b. Supervisor.....
  - c. State Administrative Officer (SAO) or acting.....651-602-7875
3. Be alert - be observant. Each employee should check their immediate area for any unidentified package(s) or suspicious objects. If a suspicious object is found - NO NOT TOUCH THE OBJECT. Notify your supervisor immediately and evacuate from the facility by the most expedient means available.
4. Close doors and leave unlocked.
5. DO NOT USE ELEVATORS WHEN EVACUATING THE BUILDING UNLESS AUTHORIZED TO DO SO.
6. Take personal items, purses, wallets and keys with you.
7. The supervisor or acting will provide direction to evacuate the building by the most secure means available. Move a safe distance away from the building.
8. Supervisor will notify the Federal Protection Service and follow-up with local authorities for further action.

## ASSAULT AND THREAT

If you are threatened or an attempt is made to assault you:

1. Immediately remove yourself from the situation or area.
2. Notify (in order of importance):
  - a. Police, if a person is intent on carrying out a threat, to stop an assault, or for future protection from the assault.....911
  - b. Supervisor.....
  - c. State Administrative Officer (SAO) or acting who will notify the Office of Inspector General (OIG).
3. Obtain medical attention if needed.
4. Do not disturb area or damaged property that was involved in the threat or assault. OIG will collect evidence from the scene.
5. If a threat is received by telephone, write down specifically what was said, note background noise, note; anything distinct about caller's voice and whether caller is male or female.
6. If threatening correspondence is received, handle it as little as possible. Using rubber gloves, immediately place in larger envelope and hold for OIG. Notify supervisor who will alert others and notify the appropriate authorities.



## **THEFT OR MALICIOUS DESTRUCTION OF PROPERTY**

1. Report incident to appropriate officials:
  - a. Supervisor.....\_\_\_\_\_
  - b. State Administrative Officer (SAO) or acting.....651-602-7875
2. The supervisor or acting will notify authorities:
  - a. Police .....911
  - b. Federal Protection Service.....651-725-3000
3. Report thefts of personal property and other unlawful acts not involving government property to the local police.
4. Exercise caution and secure personal items.

**NATURAL DISASTERS**  
**Tornadoes, Floods, Snow, Ice Storms, Severe Thunder**  
**And Lightning Storms Blizzard and Similar Occurrences**

**TORNADOES:** If the alarm is heard (intermittent wailing tone), evacuate to the basement.

**OTHER DISASTERS:**

If disaster occurs while at work:

1. Take shelter under a table, desk or other sturdy object for protection from falling debris.
2. Move a safe distance from windows to avoid broken glass.
3. The Supervisor or acting will make the decision to evacuate the building.

If the situation warrants:

1. Arrange for safety of family.
2. Take necessary steps to safeguard government property. In case of flood danger, remove records, vehicles, and other appropriate equipment from the flood zone, if possible. Protect computer hardware from water damage using plastic sheeting and identify critical file media to be evacuated.
3. Fuel vehicles but avoid travel unless essential for personal safety.
4. Keep next higher level of supervision advised of whereabouts.

Following disaster:

1. Arrange for safety and care of family and other survivors.
2. Take necessary steps to safeguard property.
3. Attempt to establish telephone communications with next higher level of authority.
4. Refer to instructions for Fire and Injury or Medical Emergency, Pages 4 and 5, if necessary.

## NATIONAL EMERGENCY

A national emergency is defined, in this instance, as a nuclear attack. Refer to the General Manual 130, Part 403 for additional guidance.

### If disaster occurs while at work:

1. Take shelter under a table, desk or other sturdy object for protection from falling debris.
2. Move a safe distance from windows to avoid broken glass.
3. The Supervisor or acting will make the decision to evacuate the building.

### If time permits:

1. Arrange for safety of family.
2. Fuel vehicle but avoid travel unless essential for personal safety.
3. Keep supervisor advised of whereabouts.
4. Locate available shelter.

### Following attack:

1. Arrange for safety and care of family and other survivors.
2. Refer to instructions for Fire and Injury or Medical Emergency, Pages 4 and 5, if necessary.
3. Attempt to establish communications with supervisor.
4. Carry out assigned responsibilities identified in the General Manual 130, Part 403 and the Continuity of Operations Plan.

## **SECURITY OF BUILDINGS AND PROPERTY**

Daily routine precautions:

- a. Assign and train employees to safeguard property.
- b. Apply appropriate security measures to property and equipment to prevent unauthorized use.
- c. Permit only persons conducting legitimate business on government property.
- d. Within your building, locks doors and windows at the end of the business day. Be aware as to whether or not others are still in the building.
- e. Check vehicles at the beginning and end of each day to ensure vehicles are locked and there is no visible sign of tampering.

## **PROTECTION OF PRIVILEGE OR CONFIDENTIAL INFORMATION**

1. Oral or written requests for privileged or confidential information are to be handled by the FOIA Officer.
2. No information on any employee will be released without prior written request or consent of the employee. The name, position title, grade, salary, and duty station of any NRCS employee is public information and must be released.

NOTE: Refer to the General Manual 120, Part 408 for additional information and guidance.

## **SECURITY OF COMPUTER HARDWARE OR SOFTWARE**

The Group Manager for ITS, USDA, and OCIO will be responsible for the following security measures:

1. Maintain a list of all assigned computer hardware and ensure property accountability (serial numbers) has been assigned.
2. Ensure the operation and use of the computer systems complies with the provisions set forth in the National IRM Security Manual.
3. All components attached to a computer system shall be plugged into a surge protector, including the telephone line. Ensure a CO2 fire extinguisher is located in each office.
4. Assign a unique password to each user and require users to change their password at least every 3 months. Maintain a written record of all users who have access to the system.
5. Ensure sensitive files have the proper access permissions to prevent unauthorized use and users log off work stations to prevent unauthorized access.
6. Assign administrative logins for administrative functions. Only authorized personnel shall have access to the systems administrative password.
7. Ensure each user receives Security Training in the use of passwords, file protection and other security aspects. All password and security procedures shall be in compliance with National IRM Manual.
8. Protect all copyrighted software and ensure it is not illegally copied. Ensure illegal software is not used on NRCS systems.
9. Daily backup of Windows 2000 Server. Backup tapes send to Cambridge Field Office on a weekly basis.

**EMERGENCY EVACUATION  
FLOOR PLAN**

## **CONTINUITY OF OPERATION PLAN**